

TO: Town Board

FROM: Lisa Potswald
Town Administrator

DATE: February 5, 2016

RE: **Interim Town Administrator's Report**
January 23, 2016 through February 5, 2016

1. **Accomplished/completed** the following:

- Supervisor Starck attended the Governor's signing of AB154/SB104 on February 4th and will provide you with a report at the February 9 Town Board meeting. The Town Plan Commission will be working on an ordinance rewrite/update with plans to schedule the public hearing during the summer.
- Barb's office wall is up!

2. **Coming up/Working On**

- I have begun working on the policy for cost of living and merit pay increases for Town employees. This will then be reviewed by the Department Heads and submitted to the Town Board for approval. Department Heads will then make recommendations based on performance appraisals. I recommend that any merit increases will be retroactive to January 1, 2016.
- Kristian and I began gathering information for the Capital Improvement Program. This will consist of a comprehensive assessment of all Town-owned buildings and property. We have done a review of the Town Hall, and will review other buildings in the near future.
- Kristian and I will put together a draft policy/procedure for Business permits at the Big Bay Town Park to be reviewed the Town Board in February.
- The Personnel Policy Work Group met on Monday, January 25 to pick up where we left off last year in our work on the Personnel Policy. Sue Brenna has volunteered to join the group– she has experience in the Human Resources field and will have much to contribute to the committee. We intend to have a draft to present to Department Heads in April 2016 for their review.

3. **Town Board Agenda – More Information/Comments**

- **Responses to the RFPs for the Fire Department and Winter Transportation building roofs –** Responses will be opened at the Town Board meeting on Tuesday, February 9. We hope to have a contract in place soon after that, so they can start whenever mutually agreed upon.
- **Windsled Fees –** The Winter Transportation Committee voted at its meeting on February 1, 2016 to recommend adoption of fees to be charged when the windsleds are called out. Arnie is concerned that we get no revenue to maintain the equipment, and the calls are very hard on

equipment. Nate Nelson, Jay Wiltz and I attended a meeting of the regional emergency responders to discuss ice rescue. Most entities present were not receptive to being charged back for calls made by county dispatch or local first responders; however, they were all sympathetic to the fact that the Town alone foots the bill for being the primary responder for ice rescue. There was interest expressed by some of the jurisdictions to budget funds for the Town's ice rescue operations in the future.

- **Posting Boards** – State law changes now only require public postings in 3 locations. The Town Board could consider approving relocating the posting board presently located at Brummer's to the outside wall of the Town Hall. Postings now on the doors and windows of the Town Hall could be moved to the relocated posting board. We would continue to post at the post office and below Arnie's office stairs for a total of three spots.
- **Solar Grant** - The Alternative Energy Committee met on Friday, February 5 and are recommending to the Town Board that the Town Board hire North Wind Renewable Energy LLC from Stevens Pointe WI to complete the project. The contract will come before the Town Board on February 23, along with a request for an equipment deposit of \$67,960.00 so the company can order the needed equipment.
- **Cell Tower** - As requested, you were provided with a memo on the process for putting up a cell tower on the north end of the Island. Please let me know if you want more information. You also received a memo with an updated resolution and letters of support from the Police and Ambulance Departments.
- **Personnel Policy, Continuing Education updates** – This topic was presented for discussion at the last Town Board meeting. More information about past travel expenses was requested – see below.

Approximate Travel Expenses 2014-2015

| | POLICE | FIRE | AMBUL. | ROADS | ZONING | TOTALS |
|----------------|-------------------|-------------------|-------------------|-----------------|-----------------|-------------------|
| 2015 | \$537.49 | \$2,166.14 | \$1,550.70 | \$326.37 | \$287.68 | \$4,868.38 |
| 2014 | \$938.42 | \$3,043.17 | \$0.00 | \$0.00 | \$11.20 | \$3,992.79 |
| TOTALS: | <u>\$1,475.91</u> | <u>\$5,209.31</u> | <u>\$1,550.70</u> | <u>\$326.37</u> | <u>\$298.88</u> | |

Barb contacted the Town's auditor to see if there were any issues with not requiring receipts from employees/volunteers for meals and incidentals. His response was "I believe that as long as the employees document the purpose of the trip and the Town only pays the proper per diem amount then receipts don't need to be provided. If however the Town wants to pay more than per diem or actual amounts then receipts need to be provided. If not then the Town has a non-accountable plan and the entire reimbursement would be taxable to the employee."

Based on this information, discussion with Barb, and the information gathered from Ashland County, the State of Wisconsin and the federal government, **I request that we adopt the federal CONUS per diem rates effective January 1, 2016.** Please see attached Personnel policy changes for Town Board consideration and approval.

- **Midland Services Contract Addendum** - You received a copy of a letter the Town sent to Midland after there was some confusion on Midland's part about what the contract said. After a recent telephone discussion with Randy Knapp, the Energy Operations Manager at Midland, I asked him to send a letter requesting an addendum to the existing contract, which you have received. Kristian checked with Ashland County and they pay \$0.895/gallon from a different vendor. Propane from vendors on the Island runs around \$1.60 a gallon.

The requested addendum increases the rate from \$1.09/gal to \$1.19 gal effective December 1, 2015 through June 31, 2016. This increase will cost the Town an additional \$456.81.

4. **Follow Up on Previous/Ongoing Projects**

- **Big Bay Town Park Reservation System** – Treasurer Carol Neubauer reported to me that we have been accepted as a client of Jet Pay to process our payments for Big Bay Town Park.
- **Big Bay Town Park Payments** – Carol sent a registered letter to the vendor; however we have not received any additional payments. They have until February 15 to pay or we will be contacting the Town's attorney.

5. **Grant Report**

- Nothing to report.

6. **Lawsuits/Legal Issues**

- **Nelson, et al. v. Defoe, et al. Case No. 15-cv-274-wmc** – The schedule for individual depositions was provided to you. We will also be provided a schedule for Attorney telephone calls to prepare each of us for our deposition in the near future – I will distribute that information when I receive it.
- **Notice of Circumstances of Claim and Claim and Notice of Claim: Craftivity Inc./Madeline Island School of the Arts** – Nothing new to report.

7. **Comments/Other Information**

Cc: Department Heads
Micaela

Waggie